



CONSTITUTION & BYLAWS
of the
Pembroke Outdoor Sportsman's Club

AS AMMENDED
GENERAL MEETING 18 Jan 2016

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PEMBROKE OUTDOOR SPORTSMAN'S CLUB CONSTITUTION

Article 1 – Statement of Purpose

The basic aims, objects and purposes of the Club are:

1. To promote the Conservation and Preservation of our natural resources.
2. To initiate and maintain programs that promote the safe use of firearms for sporting purposes.
3. To initiate and maintain programs whereby the youth may be educated in the safe and sportsmanlike use of firearms and archery equipment.
4. To support and recommend programs which are directed towards the implementation of sound practical measures of conservation, and continued access to public lands for recreational pursuits.
5. To promote and initiate educational programs which will instill within the general public the urgency and need for applied conservation and sportsmanship, as well as the right to own and use firearms.
6. To leave to our heirs a legacy, embracing a plenteous offering of wildlife, unpolluted waters, green forestry, and all this in abundance permitting them to enjoy the diversified pleasures of the great outdoors.

Article 2 – Name

The name of the corporation is to be The Pembroke Outdoor Sportsman's Club, hereinafter referred to as the POSC or the Club.

Article 3 – Amendments to Constitution

Amendments to the Constitution must be undertaken in the manner prescribed in the by-laws of the Club. Amendments to the Constitution will require a vote in favour by at least two-thirds of the votes cast at a General Meeting for which proper notice has been given as provided for in the bylaws.

Article 4 – Amendments to the Bylaws

The bylaws of the Club may be amended or added to in such manner as may be provided within the bylaws of the club. Any bylaw amendment must be approved by at least two thirds majority of the votes cast at a General Meeting for which proper notice has been given as provided for in the bylaws.

Article 5 – Insurance

The Board of Directors shall ensure that the Club and its membership are covered by whatever level of Insurance is prudent and required by law.

Article 6 – Dissolution

1. Dissolution of the Pembroke Outdoor Sportsman’s Club can only take place at a General Meeting of the Club, or a Special Meeting called by the President or Vice-President for that specific purpose.
2. In the event that the operation of the Club is not continued, and should a majority of the voting members present at such a meeting decide to dissolve the Club, all just debts and liabilities shall be paid, and the club shall be dissolved.
3. Upon dissolution and after payment of all just debts and liabilities, the remaining properties and assets shall be liquidated.
4. After liquidation, any money remaining shall be donated to or divided equally among **NON-PROFIT or CHARITABLE ORGANIZATION(S)** of the membership’s choice.
5. No liability will accrue to any member, if at dissolution, the Club has insufficient funds to meet its obligations.

BYLAWS

BYLAW No. 1.0 MEMBERSHIP CATEGORIES

- 1.1 All members shall be enrolled as members of the affiliate organization.
- 1.2 **ORDINARY MEMBERSHIP**
All ordinary members shall be members who have paid such annual dues, as may be prescribed from time to time by the Board of Directors. All ordinary members shall have voting privileges at General Meetings.
- 1.3 **HONORARY MEMBERSHIP**
Honorary members shall be people who although not paid up members, have performed outstanding service to the Club. Such Honorary members shall be nominated annually by the Board of Directors, and approved by a majority vote at a General Meeting. Honorary Members shall not have voting privileges.
- 1.4 **LIFE MEMBERSHIP**
Life Membership may be granted to a member who has performed outstanding services to the Club over a period of years. A nominee for Life Membership must first be approved by the Board of Directors with final approval by majority vote at a General meeting. Life members shall be enrolled in the affiliate organization at club expense and be entitled to a vote at General Meetings.
- 1.5 **FAMILY MEMBERSHIPS**
 - A) Spouse (Partner) and dependent children up to and including age 18 and living at home or up to age 21 if in full time attendance at an institute of learning may have full use of Club facilities by purchase of affiliate organization family insurance. This rate is determine annually by the affiliate organization, and does not include voting rights.
 - B) Spouse (Partner) of an Ordinary member who carries the affiliate family insurance may become an Ordinary member by purchase of a Spousal membership. This rate to be 60% of the amount of single Membership dues retained by the POSC.

1.6 PROBATIONARY MEMBERSHIP

All new Ordinary members shall be Probationary members for a period of six months. At the end of six months they may be approved as Ordinary members by the Executive if they have completed the Club Safety Orientation and attended at least one General Meeting. Probationary members shall not be eligible for an Executive position, nor have voting privileges.

1.7 JUNIOR MEMBERSHIP

Junior members shall be those members enrolled full time at a recognized educational institution to a maximum of 21 years of age. Junior members are not eligible for an Executive position nor have voting privileges. Annual dues shall be prescribed from time to time by the Executive, and shall be less than that of an Ordinary membership.

1.8 Junior members may participate in any of the programs available at the club, with the provision that they are accompanied by a mentor if under the age of 18. If the mentor is not a Club member and wishes to shoot, they must pay the guest fee.

1.9 MEMBERSHIP DECLARATION

The membership application/renewal form and the membership card will include a clause stating:

"I will abide by all articles of the Constitution – Bylaws – Range Rules".

All members must sign, date, and return the application form with their dues. These forms will be kept on file. The membership card must be signed to be valid.

1.10 Membership card must be carried and be visible when on club property in order to enjoy the rights and privileges of membership.

1.11 AGENCIES MEMBERSHIP

Agencies membership shall consist of public or private agencies who have employees issued and licensed to bear arms for the purpose of their lawful occupation. Agency member's representatives may attend General Meetings, but shall not have voting privileges. Agency members must abide by all CFO (Chief Firearms Office) Regulations for our ranges and club rules.

BYLAW No. 2.0 MEMBERS PRIVILEGES

- 2.1 All members shall be entitled to the use of equipment and facilities provided by the Club, subject to Club rules and supervision of appointees of the Club.
- 2.2 All members are eligible for prizes offered in Club competitions.
- 2.3 All Ordinary Members in good standing and all Life Members shall be entitled to a vote at General Meetings of the Club.
- 2.4 Probationary members and Honorary Members will NOT have voting privileges.
- 2.5 No Probationary member shall be elected to the Executive.
- 2.6 Member Agencies may appoint a representative to attend meetings for the current year. That representative shall have the status of an observer and shall not vote in any case, but may have the right of speech if invited by the Presidency of the meeting on a specific topic.
- 2.7 Member agencies may, upon reservation make use of the Club facilities for the purpose of training or qualifying their own employees with their service weapons only, and shall be responsible for maintaining all documentation as required by law, and shall hold all liabilities in the conduct of their operations while on POSC properties.
- 2.8 Conditions of such use of Club facilities by member agencies will be determined annually by the Board of Directors, including any membership fees and/or rental rates.

- 2.9 Members may bring guests to the ranges subject to the limitations listed below. The member is responsible to ensure that his/her guest(s) adhere to all CFO Regulations and Club rules. All guests shall fill out the guest register with such information as required by the CFO and must fill out and sign the guest waiver form.

THERE ARE TWO CLASSES OF GUESTS:

1. Those persons invited to a match or Competition or Open House event. These guests are limited to attend Club sponsored functions supervised by a Club appointed Range Officer.
2. Those personal friends or relatives who accompany a member on an occasional basis, or persons with an interest in joining the Club. Persons living in the immediate area shall be limited to 3 visits per year.

BYLAW No. 3.0 DISCIPLINE

- 3.1 Any member may be suspended or expelled for CAUSE, for example, but not limited to:
- A) Vandalism
 - B) General disrespect for safety rules, legal obligations and objects of the Club.
 - C) For reasons of personal behavior that places the Club in a position of ill repute.
- 3.2 When it is considered necessary to suspend or expel a member from the Club membership, or a member from the Executive Committee, or any Officer from his/her duties, or deny access to certain facilities, a Special meeting shall be conducted by the Board of Directors. If the Board recommends that a member be suspended or expelled, such removal from the membership must be ratified at a General meeting by a two-thirds of the votes cast.
- 3.3 When a member is suspended, he/she shall lose voting rights and unsupervised access to Club facilities, and be on probation for 6 months. At the end of 6 months, he/she may be reinstated at the discretion of the Board.

- 3.4 Any Executive Committee member may be removed from Office for CAUSE, for example, but not limited to:
A) Non-attendance to 3 consecutive Executive meetings without justification.
B) Non-performance of prescribed duties.
- 3.5 Filling vacancies see Bylaw 5.2 & 5.3
- 3.6 Any Range Officer may be relieved of their Duties for CAUSE, for example, but not limited to:
A) Repeated safety violations.
B) Non-performance of duties.
C) Mishandling of money or other Club Property.
D) Poor record keeping.
- 3.7 Filling vacancies see Bylaw 5.3

BYLAW No. 4.0 DUES AND FEES

- 4.1 A recommendation for dues for all classes of members shall be brought to the membership by the Executive Committee each September for ratification at the next general meeting. Changes must be approved by a majority of votes cast at the meeting.
- 4.2 Dues levied by the affiliate organization shall be added to Club dues and rounded up to the nearest dollar.
- 4.3 All members except Honorary and Life Members shall pay annual dues.
- 4.4 Non payment by Jan 1st shall result in loss of all privileges of membership in the POSC. All keys and other properties of the Club must be returned forthwith.
- 4.5 If any membership lapses for one year or more, that person must apply as a new Probationary member.
- 4.6 Exception to (4.5) – Military members who are on active duty overseas shall have until their return to renew their membership.

- 4.7 Ordinary members who are age 65 and over, shall pay dues at a reduced rate. This rate to be set annually by the Executive Committee, and ratified by a majority vote at a General meeting.
- 4.8 Fees for the use of Club House and Range for the following year shall be prescribed each Sept. by the Executive Committee.
- 4.9 All fees shall be posted in the Club House and appear in the Bulletin and on the club website.

BYLAW No. 5.0 ORGANIZATION

- 5.1 The affairs of the Club shall be administered by an Executive Committee composed of the Board of Directors (*hereinafter called the **Board***) and the appointed Chairs of the POSC Standing Committees.
- 5.2 When a vacancy occurs on the Board, it shall be filled by holding a by-election.
- 5.3 When a vacancy occurs among the Standing Committees or Range Officers, it shall be filled by appointment by the President on the advice of, and with the approval of the Board.
- 5.4 The Board shall be composed of:
 - President
 - Vice President
 - Secretary
 - Treasurer
 - Four (4) Directors
 - Past President
- 5.5 All members of the Board of Directors except the Past President shall be elected at the Annual General Meeting. If any position cannot be filled at this election, the current holder of that position shall remain in office until a replacement can be found.
- 5.6 Standing Committees may include, but not limited to: Membership, House, Range Operator, Shotgun Range, Indoor Range, Outdoor Range, Property, Archery, Bulletin, and Handgun at the discretion of the Board of Directors.

- 5.7 AD HOC Committees may be formed from time to time as the need arises, and be disbanded when they are no longer required. E.g. Big Game Waterfowl, Upland Game, Various Tournaments, Open House, Game Dinner, etc. Such Committee Chairs shall not have voting rights at Executive Meetings.
- 5.8 Committee Chairs shall be appointed by the President on the advice of and with the approval of the Board.
- 5.9 Only elected members will have voting powers as to the transaction and management of the Club affairs and business.
- 5.10 Club website content shall be reviewed annually by the Executive Committee at the February Executive meeting.

BYLAW No. 6 DUTIES OF EXECUTIVE COMMITTEE

- 6.1 The President shall:
 - A) Preside at each meeting or arrange for the Vice-President or a Director to do so.
 - B) Be responsible, with the Board of Directors, for all matters of policy related to the operation of the Club.
 - C) Inform the members of the Executive of their responsibilities.
 - D) Sign the minute book at the end of each meeting.
 - E) The outgoing President shall act as the Past President on the Board.
- 6.2 The Vice-President shall:
 - A) Assist and advise the President.
 - B) Carry out duties assigned to him/her from time to time by the President.

- 6.3 The Secretary shall:
- A) Record or arrange for the recording of the proceedings of all meetings in the minute book.
 - B) Be responsible for the safe keeping the minute book and all related correspondence.
 - C) Sign the minute book after each meeting.
 - D) Ensure that proper notice is given for all meetings and other Club functions.
 - E) Ensure all required documentation regarding change in the Board of Directors is sent to Provincial authorities.
 - F) Email members Club information.

6.4 The Treasurer

The Treasurer and the President (and/or Vice President) have signing authority for the Club to draw, accept, sign, make and agree to pay all or any Bills of Exchange, cheques and Orders for the payment of money from the Club treasury.

The Treasurer Shall:

- A) Keep the financial records of the Club in good order, and present them for verification at the direction of the Board.
- B) Provide monthly financial statements at Executive and General Meetings.
- C) Provide an annual financial statement at the conclusion of the year's business.
- D) Present the financial records for an annual verification by a committee established for that purpose.

6.5 The Directors Shall:

Carry out duties assigned to him/her by the President

6.6 STANDING COMMITTEE CHAIRS

The duties of Standing Committee chairs shall be outlined in Addendum A.

6.7 RANGE OFFICERS

The duties of Designated Range Officers shall be as outlined in Addendum B.

- 6.8 Anyone leaving office or a position of responsibility must return all Club documents, records, other Club property, and keys within 30 days.

- 6.9 All elected executives and committee chairs shall be eligible to receive their membership refunded in full, at the end of the calendar year they have served, only if they have carried out their prescribed duties, responsibilities, and assignments.

BYLAW No. 7.0 ACCESS TO CLUB FACILITIES

- 7.1 Any person or persons wishing to reserve Club facilities for private use must apply to the House Committee chair. Such reservation should be made early enough to notify the membership to avoid conflicts.
- 7.2 Keys and codes for access to Club facilities shall be changed Jan 1st of each year.
- 7.3 All members of the Executive Committee are entitled to keys and codes needed to fulfill their duties.
- 7.4 Those persons who have specific duties in certain areas are entitled to whatever keys and codes are needed to access those areas. For example, but not limited to, Qualified Range Officers, maintenance, rental, delivery or servicing personnel.
- 7.5 A list shall be maintained of those persons having various keys and codes. This list is to be maintained by the House chair, and made available for review by the Executive Committee.
- 7.6 Access to Club facilities may be revoked for CAUSE i.e. but not limited to: unsafe practices, violation of Club or CFO rules, non-performance of duties. **See Bylaw No. 3**

BYLAW No. 8.0 MEETINGS AND ORDER OF BUSINESS.

- 8.1 The Annual General Meeting shall be held In November of each year, at a time, date and location selected by the Executive Committee.
- 8.2 Executive meetings shall be held once per month, unless otherwise specified by the Executive Committee.
- 8.3 Only Executive Committee members may attend Executive meetings. Other members may request that they be allowed to attend for a specific purpose. Approval by the Board is required.

- 8.4 A special meeting of the Board of Directors may be called by the President or Vice President to deal with sensitive or Emergency issues.
- A) A portion of such meetings may be held In camera for discussion or clarification. No Minutes need be kept, but no binding decisions may be made.
- B) After deliberation at such meetings, the Board may present recommendations to the Executive Committee, but may not make binding decisions without the approval of the General Membership.
- 8.5 A General Meeting shall be held in Jan, April, June, Sept, and Nov, unless otherwise specified by the Board.
- 8.6 Special General meetings may be called by the President or Vice President upon giving one week notice of such meeting to all members of the Club who can be reached by telephone or e-mail. Such notice to contain the details of the matters to be dealt with at such meeting.
- 8.7 A quorum of eligible members must be present in order to conduct business at any meeting as outlined below.
- A)** General meeting – 12 eligible voting members, 8 of whom must be members of the Executive Committee, and 4 of whom must be members of the Board of Directors, one of whom must be the President or Vice President.
- B)** Executive meeting – 8 members of the Executive Committee, 4 of whom must be members of the Board, one of whom must be the President or the Vice President.
- C)** Board meeting – 5 members of the Board, one of whom must be the President or the Vice President.
- 8.8 Guidelines for the conduct of meetings shall be according to Robert's Rules of Order.
- 8.9 Except for emergencies, items for the agenda for any meeting should be submitted to the chair 3 days prior to the Meeting. For urgent items, notify the President by telephone. Other items presented at the meeting may be tabled until the next meeting.

BYLAW No. 9.0 AMENDMENTS TO THE CONSTITUTION

- 9.1 The Constitution of the Club may be reviewed as needed at the discretion of the Board of Directors, but shall be reviewed at least every 5 years by a committee set up for that purpose.
- 9.2 This committee to be appointed by the President on the advice and with the approval of the Board.
- 9.3 This committee will give notice in the Bulletin of such review.
- 9.4 Any member in good standing except Honorary members may present proposals for amendments to the committee.
- 9.5 The committee will present their recommendations for additions or revisions, in writing, to the Board for approval.
- 9.6 A Notice of Motion to amend the Constitution shall be announced in the Bulletin preceding the General Meeting at which the Motion will be presented.
- 9.7 Draft copies of the proposed amendments will be made available at the Club house for perusal by the members.
- 9.8 The amended Constitution shall be sent to The Ministry of Government Services and The CFO as soon as possible.

BYLAW No. 10.0 AMENDMENTS TO THE BYLAWS

- 10.1 The Bylaws of the Club may be reviewed as needed at the discretion of the Board of Directors, but shall be reviewed at least every 5 years by a committee set up for that purpose.
- 10.2 Amendments and/or additions to the Club Bylaws shall follow the same procedures as outlined in Bylaw 9.2-9.8

BYLAW No. 11.0 GENERAL

- 11.1 All members must visibly display their membership card for the current year while on Club property.

- 11.2 All members are expected to challenge any person or persons who are not displaying their membership card, encountered on Club property. If such person cannot present proof of Club membership, they shall be requested to leave Club property, **OR**, at the discretion of the member, the person may be allowed to stay as a guest and pay the appropriate guest fee.
- 11.3 All members are expected to uphold the principles of the Club Constitution at all times; to exert their influence on others to promote conservation and good sportsmanship.
- 11.4 All members requesting renewal of their Authorization to Transport a Restricted Firearm or 12(6) handgun, must be active shooters whose names have been recorded in Range Activity records the previous year.
- 11.5 All members and guests must carry all documentation required by current laws and CFO regulations.
- 11.6 All members with restricted firearms and 12(6) handguns must have their PAL/POL and ATT numbers on file at the Club.
- 11.7 In order for the POSC to be affiliated with organizations that have a common Interest, a majority of votes cast at a General meeting is required to join those organizations.
- 11.8 All children must be under Direct adult supervision at all times while on Club property, as per Canadian Range Guidelines.
- 11.9 All pets must be on a leash while on Club property.
- 11.10 Club membership and activity records shall be CONFIDENTIAL. They shall be accessible only to the Executive committee and pertinent Government authorities. They shall never be given, lent or sold to any third party.
- 11.11 All grievances must be presented in writing by the grieving party to the Executive committee within 30 days of the event that caused the grievance.

BYLAW No, 12.0 (Deleted)

BYLAW No. 13.0 INVENTORY

- 13.1 Each committee chair shall keep an inventory of Club equipment under his/her jurisdiction. This inventory is to be verified and updated each year, and given to the House Committee Chair.
- 13.2 A copy of the master inventory shall be kept in the Club office.
- 13.3 If any Club property, equipment etc. needs to be removed from the Club premises, it must be signed out by a member, and checked in when returned. These records are to be maintained by the House committee chair, and reviewed annually by the Executive committee.

BYLAW No. 14.0 FINANCES

- 14.1 Monies collected by various sections, committees, or events coordinators shall be turned over to the Treasurer as soon as possible. i.e. at regular Executive or General Meetings, or by special arrangement with the Treasurer. The Treasurer will then deposit these funds to the Club account within one week if at all possible. Club funds shall not be held at private residences any longer than is absolutely necessary.
- 14.2 Each committee chair, events coordinator etc. shall keep records of all monies collected, on file on the Club premises.
- 14.3 Persons remitting funds to the treasurer shall use the approved money handling form or a detailed equivalent to facilitate accurate entries in the general account ledger.
- 14.4 The Executive committee may approve routine expenditures for materials for resale such as, but not limited to: targets, Club Crests, membership cards, beverages, foods etc.
- 14.5 The Executive may approve routine expenditures for supplies and services such as, but not limited to: heating oil, furnace maintenance, cleaning supplies, snow plowing, hydro, telephone, alarm system etc.
- 14.6 The Executive committee may approve expenditures of not more than \$4000.00 without ratification at a General Meeting.

- 14.7 Each year, the Executive committee shall appoint a Financial Review Committee to review the financial records and provide recommendations to the Executive. No member of the committee may be a member of the Executive, and at least one member shall have recent and relevant financial experience. See Addendum "A" for duties.
- 14.8 The Executive shall respond to the recommendations made by the committee within six months of receiving the report.
- 14.9 Committee Chairs may purchase supplies and incidentals for their area of responsibility to a maximum of \$200.00 per year without seeking Executive approval. Receipts for such expenditures are to be submitted to the Treasurer for reimbursement.

BYLAW No. 15.0 ELECTIONS

- 15.1 Each year at the Annual General Meeting in November, an election shall be held for the offices of the Board of Directors.
- 15.2 The Executive Committee shall recommend a nominating committee in June, to be responsible for conducting the election of the Board for the following year. Such committee shall be approved by the membership.
- 15.3 This committee shall solicit candidates for the offices of the Club. They need only solicit one candidate for each Office, since nominations will be open from the floor on the night of the election. Any member in good standing wishing to run for office may present their name to the Nominating Committee.
- 15.4 This committee shall arrange for the production of ballots, appoint scrutinizers, and generally supervise the conduct of the election.
- 15.5 The names of candidates who have agreed to stand for election shall be posted in the club house and on the club website at least one month before the election.
- 15.6 The election shall be by secret ballot and majority of votes cast by eligible members at the meeting.

- 15.7 Eligible voting members who are unable to attend the Annual General Meeting for legitimate reason such as illness or being out of town may vote by proxy under the following condition. A valid club proxy form must be submitted at the Annual General Meeting by an eligible voting member. Each member may submit only one proxy.
- 15.8 Nominations shall be closed and voting take place for each position in sequence: President, Vice President, Secretary, Treasurer, and four Directors.
- 15.9 At the completion of voting, the Chair of the Nominating committee shall request a motion for the destruction of the ballots.
- 15.10 A meeting on the month before the elections may be organized as a POSC candidate's night to allow candidates to present their platform and views on issues of concern.
- 15.11 Active campaigning shall not be allowed at the Annual General Meeting when the election of Officers is held.
- 15.12 Persons running for Office must be paid up members for the current and coming year.

BYLAW No. 16.0 RANGE RULES

- 16.1 Rules for the operation of the Club ranges are to be found in Addendum C

BYLAW No. 17.0 RANGE OFFICERS

- 17.1 Rules for the appointment and training of Range Officers are laid out in Addendum D.
- 17.2 They will be responsible for maintaining safe range practices, and accurate range records.
- 17.3 Specific duties shall be as laid out in Addendum B.

- 17.4 Any RO may be removed for cause, e.g. but not limited to:
- A) Safety violations
 - B) Repeated violations of Club rules and/or CFO requirements
 - C) Mishandling of Club records or assets.

SEE BYLAW No. 3.2 DISCIPLINE

- 17.5 A list of designated Range Officers with contact numbers, for the Shotgun and Indoor Range, shall be posted in the Club House and on the website.

ADDENDUM A

DUTIES & RESPONSIBILITES OF COMMITTEE CHAIRS

MEMBERSHIP CHAIR

1. Collect annual membership dues
2. Submit membership dues to Club Treasurer for deposit to general account.
3. Maintain a record of dues collected.
4. Ensure that appropriate fees are submitted to affiliate organization(s).
5. Issue membership cards.
6. Maintain current, up to date, membership lists.
7. Submit member's names for approval as Ordinary members when probationary period ends.
8. Provide the mailing addresses of members entitled to a Bulletin through letter mail to the Bulletin Chair.
9. Collect email addresses of members and provide to the Bulletin Chair.
10. Assist Board with other membership related issues.
11. Email a membership renewal reminder at the end of each membership year.

HOUSE COMMITTEE CHAIR

1. Schedule rental/reservation of Hall .Make notations on Club calendar, and where possible, advertise in Club Bulletin.
2. Direct inquiries about rental of other club facilities, such as ranges, to the appropriate Chairman.
3. See that no single event or section monopolizes Club facilities to the exclusion of the general membership.
4. Arrange for the cleaning and maintenance of the Club House.
5. Present a report, at all regular monthly meetings on upcoming functions, and any major maintenance required.
6. Arrange for the purchase of routine cleaning, maintenance, and miscellaneous hall supplies.
7. Collect and maintain an up to date inventory of Club equipment.
8. Inspect kitchen facilities after each event, and see that the cleanup has been completed by the persons in charge of the event.

INDOOR RANGE CHAIRMAN

1. Supervise the scheduling of all routine and special events occurring at the indoor range.
2. Schedule rental/reservation of Indoor Range
3. Make up schedules of Range Officers for routine, recurring activities at the range.
4. Mark the events calendar through the House Chair to reserve range time for all routine and special activities at the range.
5. In consultation with the Executive Committee, appoint Range Safety Officers to open and supervise the indoor range for other members.
6. Maintain range record book as required by the CFO.
7. Periodically take excess cash from the cash box, and give it to the Treasurer for deposit.
8. Maintain a record of all monies received (i.e. range fees, targets, etc.), and monies transferred to the Treasurer for deposit using, appropriate forms.
9. Maintain an adequate supply of targets and rimfire ammunition, and adjust pricing from time to time as required.

HANDGUN CHAIRMAN

Prerequisite: Maintain certification as a Handgun Safety Course Instructor.

1. Communicate with the CFO on behalf of members requiring new or renewed Authorizations to Transport (ATT) a restricted firearm.
2. Arrange/co-ordinate Safety courses for members wishing to obtain an ATT.
3. Maintain records of all courses and tests on Club premises.
4. Arrange for the duplication of necessary information and test sheets for Safety courses.
5. Arrange for courses to qualify new Safety Instructors & Range Officers as the need arises.
6. Keep up to date records on Club premises of all members with ATTs, with address, phone no., PAL# & ATT #.

PROPERTY CHAIRMAN

1. Coordinate work parties as necessary to keep the grounds in good order. i.e cleanup, lawn mowing etc.
2. Coordinate work parties to remove brush and deadwood from the perimeter of the property, and any other areas.
3. See to the maintenance of the perimeter fence, perimeter signs, and range fences as required.

RANGE OPERATOR

1. Communicate with the CFO in all matters pertaining to the Club Business License. (Lic.#11968102 for TRAINING & SALES) this license is to allow the Club guns to be stored on the Club premises.
2. Each year, notify the CFO (Business License Dept.) of changes to the Board of Directors. (persons in a prescribed relationship)
3. Each year, notify the CFO (Business License Dept.) of changes to the Employee list. (persons certified by CSSA for training & having access to Club handguns)
4. Each year send annual notification to the CFO (person in charge of clubs) of any changes in Executive Officers, Safety Officers, and Handgun Chairman. (see standard form supplied by the CFO)
5. Apply for renewal of Business License as required. (every 3 years at present)
6. Arrange to meet and escort CFO range inspector, and present his report to the club.
7. Act as liaison with various Range Chairs to see that required changes are made.
8. Request upgrades to Range Certification and deal with required Improvements as needed.
9. Keep Club inventory of firearms up to date, and give a copy to the House Committee Chairman.
10. Collect and file records of ammunition sales.

OUTDOOR RANGE CHAIRMAN

1. Schedule rental/reservation of Outdoor Range.
2. Maintain sign-in book.
3. Ensure all members are aware of sign-in procedures.
4. Arrange for an adequate supply of target frames and stands
5. Ensure that the cash box is emptied on a regular basis, and the cash delivered to the Treasurer.
6. Remove filled pages from sign-in book , and put them in the Range Register in the Club House office.
7. Ensure Range Operating signs are kept in good order.
9. Arrange for general maintenance and housekeeping.
10. Arrange for training of RO's and maintain records of qualified RO's. These records to be made available to the Executive committee.

BULLETIN CHAIRMAN

1. Collect information about Club business, events and projects for publication in the Club's periodical Bulletin.
2. Keep members informed of outside events that impinge on Club activities and interest.
3. Arrange for the printing and mailing of Bulletin to Senior and Executive Members that do not utilize email.
4. Email Bulletin to Club members.

SHOTGUN RANGE CHAIRMAN

1. Supervise the operation of the Shotgun range in accordance with the Club Constitution and Bylaws,
2. In consultation with the Executive, appoint trained Range Safety Officers to open and supervise the shotgun range for all shooting events.
3. Make up and post the RSO list where required.
4. Schedule all routine and special events occurring on the shotgun range, and mark the events calendar (through the House chair) to reserve range and Club house facilities.
5. Schedule rental/reservation of Shotgun Range.
6. Maintain a range record book as required by the CFO, and POSC.
7. Periodically take excess cash from the range cash box, and transfer it to the Treasurer for deposit.
8. Maintain a record of all monies received, and transferred to the Treasurer.
9. Maintain an adequate supply of targets and other supplies for operation of the shotgun range.
10. Report to the Executive on all aspects of the shotgun range.

ARCHERY CHAIR

1. Make up schedules of Range Officers for routine activities on the range.
2. Submit information on activities to Bulletin chair, Website manager, and post in Club house.
3. Train new Range Officers.
4. Submit recommendations to the Executive about the appointment of new Range Officers.
5. Periodically submit cash to the Treasurer for deposit.
6. Maintain a record of all monies received and transferred to the Treasurer.
7. Maintain an adequate supply of targets.

FINANCIAL REVIEW COMMITTEE

1. Review the financial statements for the Club to ensure that adopted accounting procedures are being followed.
2. Ensure internal controls relating to the safe keeping of financial assets of the Club are adequate and appropriate.
3. Present, at an Executive meeting, a written report to the Executive with the results of the annual review.

WEBSITE CHAIRMAN

1. Keep website calendar up to date with coming events.
2. Post notices of meetings, courses, social events, etc.
3. Post the Bulletin.

YOUTH CHAIRMAN

1. Coordinate activities for Youth programs within the POSC
2. He may form sub-committees for these programs, for example, but not limited to Hunting, Fishing etc.
3. He shall report to the Board of Directors on all aspects of the Youth programs.

ADDENDUM B

DUTIES AND RESPONSIBILITIES OF DESIGNATED RANGE OFFICERS

Criteria for Appointment

Must be an Ordinary or Life Member

Must be a club certified Range Officer in the applicable discipline.

Must be willing to place their name on a schedule to open and supervise the range for other members.

DUTIES

1. Open the range at least 15 min. before shooting is scheduled to start.
2. Follow range checklist for opening the range.
3. Ensure that each shooter signs the range attendance register in the appropriate place, and pays the appropriate fee.
4. Ensure that guests fill in the required information in the guest registration section and complete the Waiver Form.
5. Ensure that proper range procedures are adhered to by all shooters. (see Range Rules)
6. Arrange for the orientation of guests and new shooters.
7. Refer members wanting an ATT to a qualified trainer.
8. Enter required information for ammunition sales in the pages provided at the back of the range register, if applicable.
9. Follow range checklist for closing the range.

ADDENDUM C RANGE RULES

INDOOR RANGE

Ranges are for the use of members and invited guests only, except for those shooting events that are open to the public. Members shall be responsible for ensuring that their guests are aware of the range rules, and supervise their actions.

1. Duty Range Officer is responsible for the safe operation of the range. Everyone on or near the range must obey all commands given by the R.O. or his/her designate.
2. Suitable eye and ear protection is mandatory on or near the firing line.
3. Firearms shall be uncased/cased and made safe on the firing line **AND** only when the line has been declared active (red light on) **OR** at the designated safe area (no ammunition).
4. Firearms shall be carried to and from the firing line **MUZZLE DOWN** and **ACTIONS OPEN**, except when holstered.
5. Firearms shall **ONLY** be loaded on the firing line when preparing to fire.
6. Holstered firearms may only be carried while actually on the range, and may be loaded only when under the direct supervision of an RO or loading officer.
7. Until all shooters have completed a relay, and made their firearms safe, all other firearms shall remain on the firing line **MUZZLES DOWNRANGE**, and all other shooters stand easy so as not to disturb those still shooting.
8. Before advancing downrange, all firearms must be removed from the firing line or inspected by the RO or his/her designate, and the line declared safe. No one may then approach the line until the line is declared active, in the case where safe firearms are left on the line.
9. In the event of a misfire, wait sufficient time to preclude a hang fire before smartly opening the action.
10. No shooting at unshrouded steel or glass or other targets that will leave dangerous debris.
11. All target debris and all shell casings must be cleaned up and put in the appropriate container for that class of debris.
12. **AMMUNITION:**
 - Rifles larger than .22 rimfire not allowed with the exception of the following pistol caliber rifles using standard cartridges: 9mm, 38 Special, .40 S&W, .45 ACP, .45 Colt
 - Handguns are not to exceed .44 magnum standard cartridges.
 - **Use of Steel Core Ammunition is not allowed.**
13. **ATTENDANCE:**
 - All shooters must sign the appropriate attendance register.
 - All shooters bringing firearms to the range must be in possession of the appropriate POL/PAL and registration certificates
 - All shooters with restricted/prohibited firearms must **ALSO** be in possession of a valid Authorization to Transport.
 - All guests shall make their presence known to the RO prior to shooting. Those using restricted/prohibited firearms shall provide the required information on the Guest List.
 - All new shooters shall take instruction from the RO or his/her designate prior to shooting.
14. Use only the designated safe area for cleaning, adjustments, or repairs etc. This area may also be used to unbox, prove safe and holster unloaded firearms.
NO LIVE AMMUNITION ALLOWED IN THIS AREA.

ADDENDUM C RANGE RULES

SHOTGUN RANGE

Ranges are for the use of members and invited guests only, except for those shooting events that are open to the public. Members shall be responsible for ensuring that their guests are aware of the range rules, and supervise their actions.

1. There must be a designated Range Officer in charge of each range that is open.
2. Range "IN USE" sign must be activated at the gate and for the range(s) in use.
3. Range commands given by the RO must be obeyed.
4. All shooters must be in possession of all firearms documentation required by law.
5. Eye and ear protection is mandatory when on or near the firing line.
6. Firearm muzzle must always be pointed in the safest possible direction.
7. Load firearm only on the firing line or pad.
8. Firearm actions must be open at all other times and empty.
9. Use only "Club" approved traps and targets.
10. Do not walk in front of trap or skeet machines when they are in operation.
11. Maximum shot size #7 ½ for Trap and 5 Stand. Maximum shot size for Skeet is #9.
12. Maximum charge allowed is 3 ¼ dram equivalent or 1300 FPS muzzle velocity.
13. If you have a misfire, keep muzzle pointed downrange long enough to preclude a hangfire before smartly ejecting the shell.
14. Use designated safe area for cleaning, repairs, adjustments etc.
NO LIVE AMMUNITION IS ALLOWED IN THIS AREA
15. Barrel length must not be less than 26 inch for Break Actions and 24 inch for pump or semi-auto loading shotguns.
16. Shooters must not be under the influence of drugs or alcohol.

ARCHERY RANGE

1. One shooter at a time, 3 arrows maximum.
2. After all shooters are done, place bows and retrieve arrows.
3. Move to the next stand.
4. If looking for lost arrows, place red flag on stake.
5. If more than one group, next group does not start shooting until first group gets to the third stand. Always keep one station between groups.

ADDENDUM C RANGE RULES

OUTDOOR RANGE (50, 100, & 150)

RANGES ARE FOR THE USE OF MEMBERS AND INVITED GUESTS ONLY, EXCEPT FOR THOSE SHOOTING EVENTS THAT ARE OPEN TO THE PUBLIC. MEMBERS SHALL BE RESPONSIBLE FOR ENSURING THAT THEIR GUESTS ARE AWARE OF THE RANGE RULES, AND SUPERVISE THEIR ACTIONS.

1. Follow range checklist for procedures to open the range.
2. There must be a Club qualified Range Officer in charge of **each** range that is open.
3. Firearms must not be handled on the firing line by anyone while a person is downrange.
4. Eye and ear protection is MANDATORY on or near the firing line.
5. Firearms shall be cased/uncased ON THE FIRING LINE when the range is active, OR in the designated safe area.
6. All actions to be left open when not in use, except holstered firearms.
7. Muzzle must be pointed in the safest possible direction when carrying firearms.
8. Firearms to be loaded on the firing line only when preparing to shoot, and when the range has been declared active. **EXCEPTION** During Cowboy Action shooting, firearms shall be loaded at the loading table under the supervision of a loading officer. Once loaded, the shooter may not leave the loading table until called to the line by the RO.
9. All shooters in a relay must shoot from a common firing line.
10. No shooting at unshrouded steel, glass, or other targets that will leave dangerous debris or present a ricochet hazard.
11. All targets shall be placed as close as possible to the backstop AND at a height that will ensure that all rounds will strike the backstop below midline AND high enough to prevent ricochets from the ground.
*******NO TARGETS ON THE GROUND*******
12. All steel targets must be fully enclosed (sides, top and backstopped) to prevent ricochets in any direction.
13. No incendiary or tracer ammunition allowed.
14. In the event of a misfire, hold muzzle downrange long enough to preclude a hangfire before smartly opening the action.
15. Holstered firearms may only be carried while actually on the range, and when involved in action shooting, may only be loaded when under the direct supervision of an RO. or loading officer.
16. **ATTENDANCE:** - All shooters must sign the appropriate attendance register before shooting.
- All shooters bringing firearms to the range must be in possession of the appropriate POL/PAL and registration certificates.
- All shooters with restricted/prohibited firearms must **ALSO** be in possession of an Authorization to Transport.
- All guests must be accompanied by a Member, and the member shall inform the RO of such guests prior to shooting.
- Guests shall fill out the required information in the range book.
- All new shooters shall take instruction from the RO or his designate prior to shooting.
17. Use only the designated safe area for cleaning, adjustments or repairs etc.
*******NO LIVE AMMUNITION ALLOWED IN THIS AREA*******
18. When shooting bird shot, DO NOT place targets directly on the target frames. Suspend them on a rope between two frames, or bring your own stand. Bring your own rope.
19. Follow range checklist for procedures to close the range.
20. Binary Explosive Targets are not permitted. e.g.- Tannerite. Reactive targets that create a fire hazard are not permitted. e.g.- Firebird Shooting Stars.
21. Not shooting on the ranges before the following times: Mon-Sat 8am, Sun 10 am

ADDENDUM D

RANGE OFFICER CERTIFICATION FOR 50yd. &100/ 150yd. RANGES

Members in good standing who, are 18 years of age or older and have a firearm license, wishing to obtain the code to access the 50yd and/or 100/150 yd ranges must complete the Club Safety Orientation Course.

This course is to be given by the Outdoor Range Chairman or designate.

An issued card is given on completion of the course and this card must be visible while carrying out the duties of a Range Officer.

